

**DEPARTMENT OF CHARITABLE GAMING
STOREROOM ISSUE SHEET - SESSION**

When to use Use this inventory issue sheet to track all product removed from the storeroom for the bingo session.

Organization Fill in the official name of the organization.

Session Date Fill in the session date.

Paper - Use one line to enter the following information for each type of paper:

Type of Paper	Fill in the type of paper (<i>i.e.</i> , 9UpPack, 18Up Pack, Bonanza, Early Bird, WTA, Jackpot, Quickies, etc.)
Serial Number	Enter the serial number of paper.
No. of Units Issued	Enter the number of units issued from the storeroom.
No. of Units Returned	Enter the number of units not sold and returned to storeroom.
No. of Units Sold	Enter the difference between units issued and units returned.

Instant - Use one line to enter the following information for each deal:

Deal Name	Enter the name of the game.
Form Number	Enter the form number of each deal.
Serial Number	Enter the serial number of each deal.
Issued (Check if Yes)	Check to indicate the deal was issued from storeroom.
Returned (Check if Yes)	Check to indicate the deal was not sold and returned to storeroom
Sold (Check if Yes)	Check to indicate the deal was sold.